



TOWN OF GRANBY
PARKS & RECREATION DEPARTMENT
15 NORTH GRANBY ROAD
GRANBY, CT 06035
1-860-844-5356

Guidelines for Reserving Salmon Brook Park

Welcome to Salmon Brook Park! We are happy to have you as our guests. The following information is provided to help you enjoy your visit.

Salmon Brook Park is a Town owned recreation facility located on Routes 10 & 202, 1/2 mile south of Granby Center. The primary use of Salmon Brook Park is for residents to enjoy leisure pursuits such as tennis, day camp, swimming, playgrounds, baseball, soccer, basketball, volleyball, picnicking and hiking. The Park is also the host to many special activities sponsored by local organizations including sports competitions and cultural events.

Between May and November the picnic pavilions and athletic fields may be reserved by private groups for outings. Fee schedules are based on User Classification Codes listed in an attachment.

Alcoholic beverages are not allowed in the Park.

All applications to reserve SBP are reviewed by Town Staff Agencies. Based upon their recommendations, a police officer and/or a staff custodian may be assigned to your outing at your cost. You will be notified before your application is processed if an officer and/or custodian will be needed or other special conditions need to be met. Generally speaking, this would be a consideration if attendance at your outing exceeds 150 people.

Salmon Brook Park is a family and recreational facility. We encourage use compatible with our goal to provide a safe, well-maintained, attractive place for people to enjoy good clean fun. Park users are responsible for keeping the area clean. Trash receptacles are provided for your use and we urge your cooperation.

If you have any questions about SBP, please call the Recreation Office at 844-5356. It is a good idea to visit the Park before making a reservation to insure that our facility meets the needs and expectations of your group. The enclosed guidelines have changes from previous years; please review them carefully before making a reservation and if you have any questions - please call!

Kay A. Woodford, Director
Granby Parks & Recreation Department

<p align="center">TOWN OF GRANBY DEPARTMENT OF PARKS & RECREATION 15 North Granby Road, Granby, CT 06035 844-5356</p>
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USER CLASSIFICATION CODES

SECURITY DEPOSITS

*	1-50 Persons	\$ 50.00
*	50-100 Persons	\$100.00
*	100 & Persons	\$ 1.00/person

USER FEES

*	Code I-A	(Families, town groups)	N/A
*	Code I-B	(Local Businesses)	\$ 2.00/person
*	Code I-C-1	(Non-local, non-profit)	\$ 2.00/person
	Code I-C-2,3,4	(All others)	\$ 4.00/person

POLICE SERVICES

*	As required by Police Dept. or special request	\$ 56.00/hr per officer
*	Minimum 4 hrs.	
*	Contract directly with Police Dept.	
*	To be notified by User Application	

FACILITY ATTENDANT/CUSTODIAL SERVICES

*	To be contracted through the Recreation office	\$ 15.00/hour per attendant
*	Minimum two (2) hours	

LIFEGUARDS

*	To be contracted through the Recreation office	\$ 12.00/hr per guard
*	Minimum two (2) hours	
*	Minimum two (2) guards per activity	

DUMPSTER SERVICES/PORTABLE TOILETS

*	Current rate for extra removal of trash	\$ 70.00
*	Portable toilet rentals	\$ 75.00/unit per weekend

INSURANCE REQUIREMENTS

The Salmon Brook Park user, agrees to carry the following insurance coverage with an insurance company licensed in the State of Connecticut and approved by the Town of Granby. The insurance company/ies must have at least a b+ rating by Best Co. All policies will provide a 30-day notice of cancellation to the Town of Granby.

Certificates of Insurance will be presented to the Parks and Recreation Director for approval prior to the issuance of a permit and the contractor/user entering onto town property or commencing any work whatsoever.

Comprehensive General Liability:

Limits of Liability:

Bodily Injury	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Property Damage	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Coverages

Premises/Independent Contractors/ Contractual/Completed Operations.
Contractual Liability will be broad form.
XCU (explosion/collapse/underground utilities).
Comprehensive Broad Form Liability endorsement including Broad form Property Damage Liability.
Town of Granby to be named as an additional name insured.

TOWN OF GRANBY
DEPARTMENT OF PARKS & RECREATION
 15 North Granby Road, Granby, CT 06035
 844-5356
APPLICATION FOR USE OF SALMON BROOK PARK

Organization/Group/Family _____

Requests Use of _____ Identify User Code _____

Date(s) _____ Time(s) _____ Expected Attendance _____

Person in Charge _____

Address _____ Phone (h) _____

City/St/Zip _____ Phone (w) _____

2nd Contact Person _____ Phone _____

DESCRIPTION OF EVENT _____

EQUIPMENT, SERVICES OR SPECIAL SET-UPS REQUESTED: _____

**THE APPLICANT AGREES TO FOLLOW THE GUIDELINES
 ESTABLISHED BY THE TOWN OF GRANBY**

HOLD HARMLESS AGREEMENT: User agrees that it will indemnify and hold harmless the town and its respective officers, agents and employees from any loss, cost, damage, expense and liability whatsoever kind or nature resulting directly or indirectly from the nature of use covered by this contract which results in bodily injury including death, personal injury or damage to property.

 Signature of Applicant

Return this form by _____ (at least 10 days prior your event) with required security deposit of \$ _____ to: c/o Recreation Dept., Granby Town Hall, 15 North Granby Road, Granby, CT 06035. *Please make separate checks for deposit and users' fee payable to "TOWN OF GRANBY".*

----- **DO NOT WRITE BELOW THIS LINE** -----

Application Approval Date _____	Department Head _____	User Code _____
Cert. of Insurance _____	Custodial Service _____	\$ _____
Name of Agent _____	Security Deposit _____	\$ _____
_____	Security Staff _____	\$ _____
_____	Usage Fees _____	\$ _____
_____	Other _____	\$ _____

Special Conditions:

<input checked="" type="checkbox"/> NO Alcohol Allowed	
_____ Pick-up bathroom key & trash bags in mail slot in outside Police Dept. Lobby	cc: Town Manager _____
_____ Immediately after event return key to mail box in front of Senior/Youth Center	Dir. of Lib. Serv. _____
_____ Remove trash from barrels to dumpster & replace w/fresh trash bags.	Mun. Agt. Eld. _____
_____ Other: _____	Police Dept. _____
_____	Public Works _____
_____	P&R/SBP office _____
_____	Parks & Rec. _____

Key Issued: _____

Key Returned: _____

<p style="text-align: center;">REGULATIONS REGARDING THE RESERVATION OF SALMON BROOK PARK</p>
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I. USER CLASSIFICATION CODES

- A. LOCAL - any group of persons of which 75% of the membership are residents
 - 1. Families
 - 2. Town Civic Organizations
 - 3. Granby Board of Education
 - 4. Athletic and Sports Organizations
 - 5. Churches/Religious Organizations
- B. LOCAL BUSINESSES
 - 1. Commercial Enterprises
- C. NON-LOCAL - any group which does not meet the above criteria
 - 1. Non-local, non-profit organizations
 - 2. Families
 - 3. Commercial Enterprises
 - 4. All others

II. APPLICATION PROCEDURE

- A. Applications for permits shall be obtained from the Recreation Dept., Granby Town Hall, 15 North Granby Road, Granby, CT 06035. Phone: 844-5356.
- B. All applications shall be completed and submitted to the Director of Parks & Recreation not less than seven (7) business days prior to the earliest date requested.
- C. Each applicant will be assigned a User Classification Code by the Parks & Recreation Director.

III. PRIORITY USERS - the following users shall have priority scheduling in the use of the facilities:

- A. Town of Granby
- B. Board of Education, athletic and sports organizations during specified season only. All applications for use shall be submitted to the Recreation Director no later than February 15 for spring/summer use and June 1 for fall use.

IV. UNSUITABLE CONDITIONS

- A. The Parks and Recreation Director shall determine all priorities in the event of a conflict.
- B. Events which are canceled or postponed due to inclement weather or other conditions may be rescheduled to the next available date with the approval of the Director of Parks & Recreation
- C. The Director of Parks & Recreation at any time may cancel, terminate or suspend the scheduled activity due to unsuitable conditions.
- D. The Town of Granby retains the right to decline the use of or to cancel the reservation for any areas or facilities for safety concerns when it appears to be in the best interest of the Town of Granby.

V. USER FEES, SECURITY DEPOSITS and OTHER SERVICE FEES

- A. SECURITY DEPOSIT

Each completed application shall be accompanied by a security deposit payable to Town of Granby in accordance with the User Classification Codes. Failure to submit the appropriate fee with the completed application shall result in inaction on the application until appropriate fee has been received.
- B. USER FEES

User fees will be charged in accordance with the user Classification Codes. Any request to alter, waive or adjust user fees must be made to the Director of Parks & Recreation.

C. OTHER SERVICE CHARGES

Any applicant for a permit may be required to provide additional services in connection with the scheduled activity. This may occur when the application is reviewed by the Granby Police Department and the Public Works Department and based on their recommendations, a police officer and/or a custodian may be assigned to your outing. The applicant shall be responsible for the payment for such services.

1. Police Services

Applications shall be made directly with the Chief of Police of the Town of Granby on forms provided by the Police Department. Proof of arrangements shall be provided to the Parks & Recreation Director 48 hours prior to scheduled activity.

2. Facility Attendant/Custodian

May be required and assigned by the Town of Granby Public Works Department if the activity warrants. The applicant, as a condition of the granting of a permit under these regulations, shall be responsible for the payment for assigned attendant/custodian at the rate of \$15.00 per hour, per person, for a minimum of three (3) hours.

3. Lifeguards

Lifeguards shall be assigned to any group requesting use of the pond area after the scheduled closing time. The applicant, as a condition of the granting of a permit, shall be responsible for payment for lifeguards at a current rate of \$12.00 per hour per lifeguard based on full hours only. A minimum of two (2) lifeguards are required; more may be assigned depending on the size of the group.

4. Dumpster

An extra trash removal over and above the weekly scheduled removal may be required should the Town of Granby Public Works Department warrant it necessary. The rate charged will be \$70.00 per removal.

5. Portable Toilets

The rental of portable toilets over and above the permanent facilities available may be required should the Town of Granby Public Works Department warrant it necessary. The rate is \$75.00 per unit per weekend rental.

VI. PAYMENTS AND REFUNDS

A. PAYMENTS

1. Security Deposit is payable by cash, check or cashier's check shall be submitted with application.

2. User Fees

a. User fees shall be forfeited if, after issuance of the permit, the Department of Parks & Recreation is not notified by the applicant of a cancellation of the activity described in the application at least five (5) business days prior to the date of the scheduled activity stated in the permit.

b. User fees, insurance certificates and all other necessary application materials and fees shall be made at or delivered to the Recreation Department office at least 48 hours prior to the requested date of use. Failure to make timely delivery of each of the foregoing shall be cause for cancellation of the permit. The permit may be reinstated at the discretion of the Director of Parks & Recreation.

d. Payments shall be in the form of cash, check or money order payable to *Town of Granby*. Separate checks shall be written for the security deposit and the user fees.

B. REFUNDS

1. In the event any scheduled activity for which a permit has been granted is postponed or suspended by the Town of Granby and the applicant chooses not to use the next available date, 100% of the security deposit and user fees paid will be refunded.

2. A full refund of the user fee paid in connection with any application shall be made to the applicant of the scheduled activity if the applicant cancels the activity five (5) business days prior to the date of the scheduled activity.

3. A full refund of the security deposit paid in connection with the scheduled activity shall be made to the applicant when the Director of Parks & Recreation and/or the Town of Granby Public Works Department makes inspection of the activity area and determines that the area is clean and free of damage at the conclusion of the scheduled activity.
 4. Cancellations must be made at the Parks & Recreation office located in the Senior/Youth Center; no cancellations will be accepted at the Salmon Brook Park office.
 5. Cancellation or interruption of activities on the day of the event will STILL require payment of fees for police and/or special services.
- C. **MAKE-UP DATES**
The Town of Granby Parks and Recreation Department will not at the time of application guarantee a specific date for rescheduling of the activity in the event the activity cannot be concluded on the originally scheduled date. However, an activity canceled or postponed within 48 hours of the scheduled time and date may be rescheduled to another date and time providing the facility is available. No additional fee will be assessed in this instance.

VII. INSURANCE AND HOLD HARMLESS AGREEMENT

- A. **INSURANCE**
1. All applicants falling within the User Classification Codes A-2, 4 & 5, B and C-1,3 & 4 shall provide a certificate of insurance naming the Town of Granby as additionally insured, evidencing Bodily Injury and Property Damage Insurance in an amount not less than \$1,000,000 which certificate shall show that the required insurance will be in force on the date(s) of the scheduled activity. Said insurance shall include a 30-day cancellation notice. See attached requirements.
 2. The Town of Granby reserves the right to require any applicant, regardless of code, to have on file at the Parks and Recreation office, a certificate of insurance as described above.
- B. **HOLD HARMLESS AGREEMENT**
A hold harmless agreement shall be required of each applicant, regardless of User code, except for town-sponsored events and events sponsored by the Board of Education.

VIII. PUBLIC PLACE RULES

- A. All persons using a public place, i.e., Salmon Brook Park, shall comply with the rules and provisions as set forth in the Town of Granby Ordinance adopted October 5, 1970, amended December 21, 1992 and August 9, 1992 as it pertains to the use of Open Space. See attachment of partial regulations.
- B. The holder of the permit issued by the Town of Granby under these regulations shall have preference during the date(s) and time(s) stated in the permit. Any person or persons without such a permit must relinquish the use of any area or facility specified by a user's permit during the time(s) so stated in the permit.
- C. The use of each public place must conform to the type of activity as stated in the Open Space Ordinance. No non-conforming uses shall be conducted unless specifically approved by the Director of Parks and Recreation.
- D. Any user granted a permit shall be directly responsible to the Town of Granby for the control and supervision of all people in attendance at the scheduled activity and for damage to equipment, furnishings, buildings, field areas or surroundings not attributed to normal wear and tear.
- E. All activities shall cease by the scheduled hour as indicated on the permit or by local ordinance or State law.
- F. The preparation of any area or facility for a scheduled activity is the responsibility of the user, unless otherwise agreed upon by the Director of Parks and Recreation prior to the scheduled event.
- G. Restoration of the area or facility to its original conditions is the responsibility of the user. This includes but is not limited to removal of trash and litter to dumpster, replacement of trash bags in barrels, restoration of tables, etc. to their original position, proper disposition of charcoal ashes, etc. Failure to do so will result in the forfeiture of required security deposit furnished at the time of application.
- H. Fires for the purpose of cooking shall be permitted in charcoal grills provided by the Town or in other appropriate receptacles designed for use. Disposal of ashes shall be in such a manner so as not to cause a visible nuisance or fire hazard.

- I. The sale of any items for any reason is prohibited unless requested on the application, approved by the Director of Parks and Recreation and stated on the permit.
- J. Pets are not permitted within the pond enclosure, tennis court enclosure or the tot lot enclosure.
- K. Parking shall be in designated areas only unless specifically identified by the Director of Parks and Recreation for the sole purpose of the scheduled activity as stated in the permit.
- L. All activities shall be operated and supervised to the satisfaction of the Town of Granby.
 - 1. If the operation and supervision of any scheduled activity are determined to be unsatisfactory by the Director of Parks and Recreation, and/or Public Works Building and Grounds Maintenance, and/or the Police Department, the user may be denied any further permits for the use of Salmon Brook Park. Any such determinations shall be placed on file and attached to the original application, with the user to receive a copy.
 - 2. The Town of Granby retains the right to deny any application for the use of a public space or to cancel any permit issued under these regulations prior to the date of the scheduled activity where and when it appears to be in the best interest of the Town for preservation of Open Space lands, persons likely to be therein and the adjacent community.

**THE FOLLOWING ARE ORDINANCES REGULATING THE USE and OPERATION of
SALMON BROOK PARK & OTHER OPEN SPACE LAND IN THE TOWN OF GRANBY, CT.**

This is only a partial list; for a copy of the entire Ordinance contact the Parks & Recreation Department

- Sec. 1.3 Penalties
(a) Any persons convicted of violating any provision of the regulations contained in Part 2 of this chapter, or as the same may be amended or supplemented, within any park areas shall be punished by a fine not exceeding \$100.00, and shall be adjudged to pay all costs of the proceedings.
- Sec. 2.1 Abandonment of any vehicle or other personal property is prohibited and such may be impounded.
- Sec. 2.2 The operation or use of any audio devices in such a manner and at such times so as to unreasonably annoy persons in picnic areas or gatherings or adjoining property owners is prohibited.
- Sec. 2.3 Begging is prohibited.
(b) Commercial soliciting of any kind is prohibited.
- Sec. 2.4 Camping is prohibited except as authorized by permit. Such permit shall only be issued for short term camping to recognized camping groups.
- Sec. 2.5 Reasonable schedule of visiting hours for all or portions of the Park or closing or restricting the public use of all or any part of the Park may be established by posting of appropriate signs.
- Sec. 2.7 Dogs, cats and other pets are prohibited unless they are crated, on a leash or otherwise under physical restrictive control at all times.
- Pets are prohibited on designated swimming areas at all times. Other areas may also be designated by the posting of appropriate signs. This portion does not apply to Seeing Eye Dogs.
- Horseback riding shall be permitted except in designated picnic areas, swimming areas and on established playing fields.
- Sec. 2.8 Explosives
(b) The use or possession of fireworks and firecrackers is prohibited.
- Sec. 2.9 The use of traps, seines, hand-thrown spears, nets, firearms, blow guns, bows and arrows or crossbows, and any other implement designed to discharge missiles in the air or under water which are capable of destroying animals is prohibited.
- Sec. 2.10 The kindling of fires is permitted only:
(1) In designated picnicking grounds when confirmed and in a location designated by the Park Superintendent.
(2) In stoves or lanterns using gasoline, propane, butane gas or similar fuels.
- Fires must be kindled in such a manner that no tree, shrub, grass or other flammable matter will be set on fire.
- When no longer needed, the fire shall be completely extinguished.
- Throwing or dropping a lighted cigarette, cigar, etc. is prohibited.
- Sec. 2.11 Fishing shall be in accordance with the laws and regulations of the State of CT.
- Sec. 2.12 Gambling in any form is prohibited in Park areas.
- Sec. 2.13 Alcoholic beverages are prohibited except where a permit has been issued by the Town Manager.
- Entering or remaining in a Park area when under the influence of alcohol, narcotics or other drug is prohibited.
- Sec. 2.14 Picnicking is prohibited except in those locations designated.